



POON JUN JIE

PSYCHOLOGY UNDERGRADUATE | DRIVEN BY CURIOSITY & COMPASSION

CAREER OBJECTIVE

Dedicated and compassionate Psychology undergraduate seeking opportunities to apply psychological theories in practical settings. Strong foundation in business and mental health first aid, with a keen interest in mental wellness, human behaviour and organizational psychology.

CONTACT

Phone: 017-4661296

Email: junjiepoon123@gmail.com

Address: Taman Westpool, Ipoh, Perak

LinkedIn: <http://linkedin.com/in/poonjunjie>

EXPERIENCES

Psychology Intern | May 2025 - August 2025

Planet Mind Psychology & Wellness Hub, Ipoh

- Assisted in administrative and operational tasks within a mental health care setting.
- Supported therapy preparation and centre activities under supervision.
- Gained exposure to professional practice, client confidentiality and ethical standards.
- Observed multidisciplinary teamwork in a professional mental health care environment.

Assistant (Part-Time) | 2022 - Present

PFM Holistic & Wellness

- Assisted with data entry, documentation and record-keeping of client DNA samples and test results.
- Provided customer support by responding to basic inquiries and scheduling appointments.
- Maintained confidentiality and ensured accurate filing of sensitive biological information.
- Supported logistics including sample collection coordination and reporting.

Students' Representative Council Member | 2020 - 2021

SEGi College Penang

- Represented student concerns in meetings and collaborated with staff to enhance campus life.
- Contributed to the planning and coordination of various student activities and initiatives.
- Spearheaded the Halloween Haunted House event, overseeing the full process including budgeting, purchasing, decorating and team coordination.
- Strengthened leadership, project management, communication and creative problem-solving skills through hands-on event execution and teamwork.

SKILLS

- Adaptive Problem Solving
- Communication & Social Insight
- Patience & Emotional Regulation
- Curiosity & Continuous Learning
- Collaborative Team Spirit
- Goal-Oriented Mindset

ACADEMIC HISTORY

SEGi College Penang | 2019-2021

Certificate in Business Studies - September 2019
Diploma in Business Administration - August 2021

SEGi University | 2023 - 2025

Bachelor of Psychology (Hons) - August 2025

AWARDS & CERTIFICATION

Mental Health First Aider - Mental Health First Aid Malaysia

Accredited: April 2024 - March 2027